

TRAVEL EXPENSE CLAIM

See Instructions and Privacy
Statement on Reverse Side

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STD 262 (REV 10/92)

CLAIMANT'S NAME Barbara Kaufman			SSAN OR EMPLOYEE NUMBER			DEPARTMENT Office of Governor, San Francisco		
POSITION Director			CB/ID NUMBER			DIVISION OR BUREAU		
RESIDENCE ADDRESS			HEADQUARTERS ADDRESS 455 Golden Gate Ave., Suite 14,000			TELEPHONE NUMBER		
CITY San Francisco			STATE CA			ZIP 94102		

MONTH/YEAR 11/10		LOCATION WHERE EXPENSES WERE INCURRED	LODGING	MEALS			INCIDENTALS	TRANSPORTATION				BUSINESS EXPENSE	TOTAL EXPENSES FOR DAY
DATE	TIME			BREAKFAST	LUNCH	DINNER		COST OF TRANS.	TYPE USED	CARFARE, TOLLS, PARKING	PRIVATE CAR USE MILES AMOUNT		
05-Jan		San Francisco								25.00	0.00		25.00
											0.00		0.00
											0.00		0.00
											0.00		0.00
											0.00		0.00
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											0.00		0.00
											0.00		0.00
											0.00		0.00
											0.00		0.00
SUBTOTALS			0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	0	0.00	
COLUMN CODE (ACCTG. USE ONLY)													
CLAIM TOTAL												\$25.00	

PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts when required) Shaanxi Province Banquet, BK made remarks and GAS message		NORMAL WORK HOURS	
		PRIVATE VEHICLE LICENSE NUMBER 5ZGU718	
		MILEAGE RATE CLAIMED 0.5	
I HEREBY CERTIFY, That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used and if mileage exceeds the minimum rate, I certify the cost of the operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage.		AGENCY ACCOUNTING OFFICE USE ONLY PAID BY REVOLVING FUND CHECK NUMBER 240996	
CLAIMANT'S SIGNATURE	DATE 3/31/10	SIGNATURE OF OFFICER APPROVING TRIP	DATE 4/22/10
SIGNATURE OF TITLE OF AUTHORITY FOR SPEND			DATE 4/22/10

CLAIMANT'S SIGNATURE	DATE 3/31/10	SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT	DATE 4/22/10
SIGNATURE OF TITLE OF AUTHORITY FOR	ENSES		DATE 4/22/10